



Assistant Secretary/Treasurer – Job Description

Responsible for all financial recording keeping for the town.

Accounts Payable – verify financial data, reconcile invoices, pay bills in a timely manner, post and maintain records of all financial transactions for the town.

Reconcile town credit cards to include bank card and vendor credit cards.

Online banking – daily management of all deposits (ACH and credit card) transactions, transfer of funds between accounts and creating ACH template for semi-annual bond payment.

Annual Budget entry.

Annual audit preparation and follow-up entries.

Support the creation of monthly Industrial User billing.

Monthly balancing of all financial transactions interfacing from utility billing, payroll and accounts payable software.

Maintain and reconcile multiple checking and savings accounts.

Maintain records and reconcile county, state and federal grant accounts.

Maintain records, process and reconcile bond payments.

Compose monthly Minutes to include Planning and Zoning, Annexation, Industrial Park, Mayor and Council and any other Special Meetings.

Process Employer taxes to include quarterly and annual state and federal taxes.



Process Employee's annual W-2's.

Process monthly pension submissions to the State of Delaware Pension Office. Process all HR Transactions, to include Leave of Absence, Termination of Employment and/or Retirement, to the State of Delaware Pension Office.

Create a variety of invoices.

Maintain Escrow Accounts for all ongoing developments to include all financial transactions and compose requests for additional deposits.

Maintain records and create invoicing for all ongoing "other" projects to include all financial transactions and compose requests for reimbursements and/or additional deposits.

Annual Financial Reporting